

**STUDENT ORGANIZATION  
ADVISOR HANDBOOK  
2019-2020**



West Virginia University®

STUDENT ENGAGEMENT AND  
LEADERSHIP

# **Welcome to Student Engagement and Leadership!**

The Student Engagement and Leadership department desires to support and encourage all organizations, student leaders, and advisors at West Virginia University. We achieve this goal through personal relationships, training sessions, and additional materials.

As a student organization advisor, it is paramount that you are well versed in the topics in this guide to lead your organization properly and achieve both the group's mission and intended goals. Inside you will find information regarding practical topics including signature approvals, advisor presence, goal setting and team building, and relevant policies. Additionally, Student Engagement and Leadership Policies & Procedures Guide can be found online and includes a variety of additional information relevant to your role as an advisor.

If you have any questions, please come by our Student Organization Resource Center, 162 Mountainlair or call us at 304.293.4397. We always look forward to working with all of our university partners.

## **Mission Statement**

Student Engagement and Leadership works to create an inclusive and vibrant community that serves as an outlet for every student to get connected to all potential involvement and engagement opportunities at West Virginia University. This area provides holistic student learning and development through student-lead and initiated programs and events; support of student organizations through resources, education, and leadership training; and advising, empowering, and advocating for student needs.

# University Department Guide

## **Student Engagement and Leadership Office**

162 Mountainlair

PO Box 6444 Morgantown, WV 26506

304.293.4104

<https://studentengagement.wvu.edu/home>

## **Office of Fraternity and Sorority Life**

161 Mountainlair

P.O. Box 6505 / 1550 University Avenue Morgantown, WV 26506

304.293.8201

<https://greeklife.wvu.edu/>

## **Mountainlair Student Union**

1550 University Ave

P.O. Box 6437 Morgantown, WV 26506

304.293.3701

<https://mountainlair.wvu.edu/>

## **Student Advocacy Center**

Elizabeth Moore Hall

1507 University Avenue

P.O. Box 6411 Morgantown, WV 26506

304.293.5611

<https://campuslife.wvu.edu/student-advocacy>

## **Campus Recreation**

2001 Rec. Center Dr

P.O. Box 6018 Morgantown, WV 26506

304.293.7529

<https://campusrecreation.wvu.edu/>

# Expectations of Student Organization Advisors

The role of the Student Organization Advisor plays within an organization is pivotal to the success of that organization. Expectations of advisors should be discussed between the advisors and the leadership of the organization. A clear understanding of expectations of all parties will be instrumental for the current and future success of the organization.

## Who can be an Advisor?

A student organization advisor must be a full-time University faculty or staff member. Graduate students are not permitted to be advisors. Advisors are requested to provide support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but as an advocate for the group.

## Rewards of Advising Student Organizations

- / Facilitating student involvement and growth. You will have many opportunities to lead and teach students in a variety of leadership venues.
- / Enhance the ability of the university to attract and retain students because of the amount and diversity of student organizations and opportunities to become leaders.
- / Students with whom you work are given more opportunities for serving on committees and task forces that affect change campus-wide.
- / Helping students participate in worthwhile causes e.g. community service projects, fundraising activities, program development, and learning to collaborate with their peers on activities that accomplish change.
- / Facilitating student leaders meeting with campus administrators, faculty, and staff on issues that enhance the quality of student life.
- / Ultimately, assisting students in participating in enjoyable activities, events, and programs.
- / Recognition, as an advisor, for a job well done by the University and your students.
- / An opportunity to form networks with colleagues who serve as student organization advisors.

## What the Student Engagement and Leadership Office Expects of Advisors

- / Read and become familiar with all University policies and procedures related to student organizations- these can be found on WVUENGAGE ([wvuengage.wvu.edu](http://wvuengage.wvu.edu)). This would include special event, trademark licensing, and general reservation policies.
- / Advisors should be prepared to assist members through activities such as goal setting, conducting productive meetings, planning events, fundraising proposals, and officer transition.
- / The advisor should be adequately informed about the purpose and mission of their student organization.
- / Keep the Student Engagement and Leadership office informed of accomplishments, honors, and awards of your organization so we may highlight your achievements in our newsletter or otherwise.
- / When submitting a special event form, SGA grant request, or concessions permit, make sure you are well informed as to the nature of the event. Our office will only sign off after you have given approval.
- / Make sure your organization registers every academic year by completing re-registration process each spring through WVUENGAGE and attending the required workshop(s).

- / If there are any changes to the by-laws or Constitution, they must be forwarded to this office for approval.
- / Stay up to date on WVU policies and procedures and keep the organization aware of any changes to the policies.
- / Contact the Student Engagement and Leadership office when there are questions of advisor liability, hosting events on campus, and the group's rights and responsibilities.
- / All violations of University policies by student organizations are adjudicated according to WVU Student Conduct Code. Advisors should be familiar with the Code as it relates to student organizations.
- / Contact our office if you choose to terminate your role as an advisor. Notification of change of advisors must be submitted in writing within two weeks of such change. Please alert Kim Harrison (kim.harrison@mail.wvu.edu) as soon as possible so our office is aware a change is taking place. Please help to facilitate the transition as any organization who finds itself without an advisor for longer than the grace period will be suspended until a new advisor is selected.
- / Student organizations should consult with advisors on all matters involving activities, budgeting, and policy.

## Advisor Roles by Dunkel and Shuh

Dunkel and Shuh (1998) describe mentoring as a one on one learning relationship between an older person and a younger person based on modeling behavior and an extended, shared dialogue. They identify five qualities that characterize good mentors:

- / Good mentors have been successful in their own professional endeavors
- / Good mentors behave in ways worthy of emulation
- / Good mentors are supportive in their work with subordinates. They are patient, slow to criticize, and willing to work with those who are less well developed in their careers.
- / Good mentors are not afraid to delegate tasks to colleagues and are not threatened by others who exhibit talent and initiative. They provide support for protégés who have been unsuccessful and provide plenty of praise for those who have been successful.
- / Good mentors provide periodic, detailed, and honest feedback to the protégé.
- /

## Supervisor

There are many similarities between advising and supervising and many of the skills and styles are transferable. Dunkel identifies the components of this style as a supervisory cycle many of which are transferable to effective advising. The six stages of the supervisory cycle are team building, performance planning, communication, recognition, self-assessment, and evaluation.

- / **Team building**- in team building, your role is to work with the president and executive board soon after their appointment or election. Team building establishes relationships that will enhance the ability of the organization's leadership, members, adviser and to work together.
- / **Performance planning**- this includes writing position descriptions, determining and listing expectations, and setting goals.
- / **Communication**- the third stage of supervision is regular communication which includes transferable knowledge and feedback. Keep in mind that communication comes in many forms and is both verbal and nonverbal.
- / **Recognition**- As an advisor, you may participate in meetings with individual students. These students may express a wide range of emotions, and to respond effectively in unexpected situations, a working knowledge of these characteristics and backgrounds can be helpful. Some situations may require documenting the incident for your protection and the protection of the institution. Written documentation should include the specific nature of the exchange, the date and time, the individuals involved, and the outcome of the exchange.
- / **Evaluation** – The sixth and final stage of supervision is formal evaluation. Some institutions, national organizations, or oversight bodies require students to complete various evaluations. You should know that forms the students need complete as a part of the duties of their office or in order to fulfill all of their requirements. A formal evaluation is an opportunity for you to provide feedback to the organization or to individual members. Your participation in the evaluation process should be understood early in your relationship with the organization so as not to come as a surprise to the students.

## Teacher

You should be aware of two considerations as you assist students in their success and the success of their organizations and communities. First, the greatest influence on student success on a campus is the level of involvement the student has with the faculty. Second, as Astin put it in 1993, "the lack of student community has stronger direct effects on student satisfaction with the overall college experience than any

other environmental measure. Additionally, the lack of student community also produces negative indirect effects on satisfaction with faculty.”

### **Leader**

One reason many students get involved in groups and organizations is to develop their leadership skills and abilities. Clearly, leadership ability can be interpreted broadly. Numerous publications, tapes, conferences, and presentations are available on leadership development, organizational development and organizational skills. In *Leadership Challenges*, 2002, Woodward (1994, pp. 96---97) recommends guidelines for the planning of leadership development opportunities including:

- / **Theory** – exposing students to different organizational and leadership theories
- / **Values clarification** – developing an understanding of the values needed to lead in society
- / **Skills development** – developing such areas as social activism, conflict resolution, collaborative learning, decision making, judgment, and communication.
- / **Societal issues** – exposing students to major societal challenges
- / **Experience** – providing students with opportunities to try their leadership you should understand that although the student leaders of your organization may possess a different set of motives for their involvement, they require guidance and direction as any student organization would for success.

### **Follower**

The characteristics of followers are important for you to understand in your work with student organization leaders. If the followers in an organization choose not to follow, the leadership of the organization must take the problem seriously. Followers have expectations of their leaders. You can assist the student leadership in developing activities to identify follower expectation of them. Working with executive board, you can assist organizational members in the development of basic understanding of leaders and followers.

*Material taken from: Dunkel, N.W., & Shuh, J.H. (1998). Advising student groups and Organizations. San Francisco: Jossey--Bass.*

# Responsibility of an Advisor

## Responsibility to Individual Group Members

The advisor may help the students find balance in between their academic and their co-curricular activities

- Student leaders often have the tendency to burn the candle at both ends and will overextend themselves if not guided to balance these various responsibilities. The advisor has a unique opportunity to mentor students through their academic obligations and personal needs.
- / The advisor may encourage each individual to participate in and plan group events.
  - Some students fade into background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these are best developed when the student is involved.
  - The advisor may encourage students to accept responsibility for specific roles within the group.
- / The advisor may help them understand the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

## Responsibility to the Student Organization

The advisor may assist the group in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved. It is often a positive experience when the advisor takes an active role, rendering advice and counsel as circumstances allow. The advisor may be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans. The advisor may recommend that the group and its officers know where the policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. The advisor may encourage collaboration and shared governance within the organization and encourage quiet students to take initiative.

The advisor may offer ideas for projects and events.

- / The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. Advisors may help the group understand a program's complexity and discuss the necessary steps that need to take place for the program to be successful. Ultimately it is the responsibility of the active members to operate the organization; however, advisors are vital to the learning that occurs during this important educational experience.

The advisor should assist the group in evaluation.

- / This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

## Responsibility to the Institution – West Virginia University

- / The advisor may work with the group, but not direct its activities



- Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to guide the organization to operate within the institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.
- / Occasionally, an advisor can help an organization during an emergency.
  - Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as the main contact for the University can help in these cases.

## Advising Tips

Advisors for student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members graduate.
3. To assist in the area of program content and purpose.

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contact with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. It is helpful for advisors to be both accessible and interested and provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor's role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. However, advisors are encouraged to avoid being only a signature on registration forms. Most advisors have significant knowledge and experience that can be applied to student organization goal-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

- / In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization. Discuss philosophies and reach a consensus.
- / Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
- / Assist in the establishment of responsibilities for each officer and member.
- / Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
- / Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
- / Maintain a sense of humor – it's college, not rocket science.

- / Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
- / Realize that you have the power of persuasion but use this judiciously. The students sometimes need to learn how to fail.
- / Help them see alternatives and provide an outside perspective.
- / Remember: praise in public, criticize in private.
- / Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.

**Some initial questions you may consider asking your organization each year/semester:**

- / How much involvement is expected or needed?
- / How often does the group meet?
- / How many major activities does the group plan per semester?
- / How experienced are the student leaders?
- / How do your skills match the needs of the organization?
- / What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
- / What are some of the ways the advisor can be more helpful to the group?
- / Will the advisor be a silent observer at meetings or an active participant?
- / Should you interrupt during meetings if you think the group is getting off track? How? When?
- / If things get unruly, should you interrupt or remain silent?
- / Is the advisor expected to give feedback? How? When?
- / Are there areas of the organization that are "hands off" to the advisor?
- / Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?

# Advisor Resources

## Student Organization Resource Center

The Student Engagement and Leadership office provides a student organization resource center available for all student organizations. The center has free resources available for student organizations. Some of the resources include: **Printing, lamination machine, button maker, label maker, money box, foam boards, paper cutter, easels, tents, tables, chairs, projector, and more!** Stop by the student resource center anytime from 8:15 a.m.-8:00 p.m. Monday-Thursday, 8:15-4:45 Friday, or 4:00-7:00 Sunday.

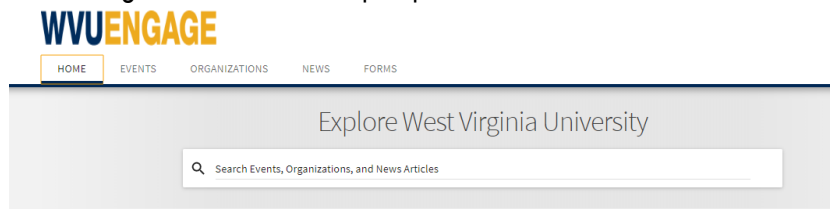
### Student Organization Mailboxes

Each organization can request a mailbox available in the Student Organization Resource Center. To request a mailbox, contact the SEL office. The address for these mailboxes is: Mountainlair PO Box 6444 Morgantown, WV 26506

## WVUENGAGE

The WVUENGAGE system has been developed for all students to enrich their involvement experience at West Virginia University. The system is for all students at WVU to engage with the school community.

- / Focus on connecting students with student organizations and campus partners.
- / Organization management
- / Easy communication
- / Stay INFORMED, INVOLVED, AND CONNECTED to the WVU community!
- / Find a complete list of all recognized student organizations on campus
- / Information that was found under the "Forms and Resources" section is now in WVUENGAGE



**Current Students** - Track your involvement in organizations, create a co-curricular transcript, search for other clubs and organizations, match your interests with existing organizations on campus, or start a new group on campus.

**Organization Leaders** - Manage your organization, share documents, track service hours, create a budget, advertise your events, manage your roster, search for new organization members, and link all your information to social media sites.

Student organizations are responsible for creating the content within the WVUENGAGE platform. As the advisor it is important to make sure students are creating content for their student organization:

1. Updating office positions, including adding the organization advisor
2. Updating constitution/bylaws
3. Accepting officer positions
4. Creating events and news posts
5. Adding a profile picture and gallery
6. Inviting members to join WVUENGAGE

All student organizations are now required to join the WVUENGAGE site to be considered a recognized student organization. For more information regarding WVUENGAGE you may go to: <https://studentengagement.wvu.edu/wvuengage>

## Re-Registration Process

Step 1	Step 2	Step 3	Step 4
<b>Manage Your Student Organization Updates</b>	<b>Re-Register in WVUENGAGE</b>	<b>Continue with the Process</b>	<b>Attend Trainings</b>
Prior to re-registering, your student organization may need to elect new officers, including, president, vice president, treasurer, etc.	Go to the Action center of the WVUENGAGE site (switch from explore to manage in the upper right corner)	Many of the steps may already be complete, make sure to update any info that needs to be changed (such as new officers, constitution, etc.)	The president (or another officer) must attend a training on the annual registration process
Also, remember to discuss and update any organization changes, such as your constitution, GPA requirements, or other organization information	On your Action Center homepage, select REGISTER AN ORGANIZATION	When finished, hit submit! This will send you re-registration to the SEL office for review.	And, the treasurer (or another office) must attend a financial management/Grant process workshop
	On the next screen, there will be a list of organizations, select your organization, if you are eligible for re-registration, there will be a blue RE-REGISTER button	Your organization will be approved once step 4 is completed!	These trainings will be provided by the Student Engagement and Leadership office. We will post these events on WVUENGAGE and you can sign up there!

### Mandatory Workshops

All student organizations are now required to attend one workshop to become recognized student organizations on campus. Your organization can find and register for workshops through WVUENGAGE. The required workshop will include information about the annual re-registration process and financial planning best practices.

These will be posted on WVUENGAGE. For more information regarding workshops and to register for a workshop visit: <https://wvuengage.wvu.edu/events>.

## Risk Management for Advisors

### Risk management/ liability

University employees have certain protection from legal claims. The West Virginia State law provides this protection for duties done within the scope of employment, where those duties are done without malice or gross negligence. The duties of the advisor of a student organization will generally be considered within the scope of the advisor's employment if the employee is officially designated as an advisor by the Student Engagement and Leadership office. This is another important reason to be sure you are listed on the officer update form with our office.

### West Virginia Board of Risk & Insurance Management:

West Virginia University and its employees are provided liability insurance coverage under a Comprehensive Liability Policy, provided by the West Virginia Board of Risk and Insurance Management (BRIM). This policy provides liability coverage via five separate sections. These include:

- Coverage A** – Comprehensive General Liability Insurance
- Coverage B** – Personal Injury Liability Insurance
- Coverage C** – Professional Liability Insurance
- Coverage D** – Stop Gap Liability Insurance
- Coverage E** – Wrongful Act Liability Insurance

For each section of the policy, "who is insured" is specifically defined. *Coverage D, Stop Gap Liability Insurance, is not applicable to employees.*

The definitions read as follows:

**Coverage A:** "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such, but the insurance afforded such individuals does not apply to bodily injury to another faculty member, employee, volunteer worker or student teacher of the Named Insured arising out of or in the course of his employment"

**Coverage B:** "any faculty member, employee, volunteer worker or student teacher of the Named Insured while acting within the scope of their duties as such. Employee shall not include any person working on a retainer or contractual agreement."

**Coverage C:** same as definition for (B) above

**Coverage E:** same as definition for (A) above

These definitions are excerpted from the "Persons Insured" section of the actual policy. The Named Insured referenced is West Virginia University.

--Mike Gansor, WVU Risk Manager

# Events

## Event Expectations & Policies

### What is an organizational event?

Student Engagement and Leadership recognizes events and activities that meet any or all of the following criteria as being student organizational activities:

- / Events or activities paid for by student organizational funds;
- / Events or activities approved by Student Engagement and Leadership
- / Events or activities that use the West Virginia University name or trademarks in the event or activity name, advertising, or marketing;
- / Events or activities which serve as recruitment activities for the organization

### Time Regulations

Please encourage students as they plan events to remember that events may not be scheduled during the following times:

- / Official University Holidays
- / During Days of Special Concern
- / During Finals Week

### Publicity

Student Organizations are permitted to publicize their events on campus through a variety of advertising options. Additional information on publicity can be found on the Student Engagement and Leadership page in WVUENGAGE.

### Room Reservations:

#### Guidelines and Rules

- / Classrooms must be scheduled at least 48 hours in advance.
- / Saturday/Sunday Reservations must be submitted no later than 9:00am on Thursday
- / Monday reservations must be submitted no later than noon on Friday
- / If you miss 3 reservations in the Mountainlair, your org will not be permitted to reserve in the Mountainlair for the remainder of the semester
- / You are responsible for making sure the facility is clean and returned to original condition. Failure to do this may result in clean-up expenses for your organization and/or other sanctions by this office.
- / Upon arrival, if the reserved facility/area is in an unsatisfactory condition, not clean or trash has been left, call Physical Plant (293-HELP) Monday – Friday, 7:30am to 3pm. For clean-up Monday – Thursday, 3pm to 7:30am call the UPD (293-COPS).
- / Your organization and its guests must comply with all University, State, and Local laws and policies. The consumption or possession of alcoholic beverages or possession of weapons on University property is strictly prohibited. Failure to adhere to these rules and

guidelines may result in disciplinary action in accordance with the WVU Student Conduct Code.

/ Please contact the Student Engagement office to cancel any unneeded class room or the brick area. If UPD has been scheduled, you must give 48 hours notice for cancellation. (Any event occurring on Saturday or Sunday must be cancelled by Thursday no later than 4:45pm). **Your organization will be held responsible for any expenses or damages to the room/area if cancellation does not occur. If you need to cancel a Mountainlair room call 293-3250, email [reservations@mail.wvu.edu](mailto:reservations@mail.wvu.edu), or alert the Mountainlair Information Desk staff.**

### **Room Request Process**

- / Go to WVUENGAGE forms tab [Space Request Form](#)
- / Fill out the appropriate Space Request Form (Classroom/Brick area or Mountainlair)
- / Once your form is approved your request will be sent and processed
- / You will receive a confirmation email when your reservation is finalized

### **Food Services Policy**

For fundraiser that have food, organizations must secure a health department form from Student Engagement and Leadership or WVU Engage. This form must be turned in by the time and date of the event. If your organization would like to have outside food brought in, permission will need to be obtained from WVU Dining.

### **Bake Sale Requirements**

If your organization is planning a bake sale, you must fill out the bake sale health department form and return it to the SEL office. [Bake Sale Health Department Form](#)

### **Brick Area Guidelines**

The following procedures and information are generally applicable to activities and events occurring in the Brick Area:

- / West Virginia University recognized student organizations and University Departments may be the only entities permitted to schedule in the Brick Area.
- / The nature of activities shall not be potentially physically disruptive to the campus. Local noise ordinances must be obeyed. While this rule may not be constructed to preclude use of facilities based on political philosophy, race, religion, creed, or the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the constitution or law of the State of West Virginia or the United States.
- / All charges for services provided and or damages are the responsibility of the group or organization hosting the event. The sponsoring group or organization is responsible for the behavior of their guests. Persons conducting themselves inappropriately or in a manner that is a safety concern may be asked to leave the area.
- / Student Organizations that wish to schedule space in the Brick Area must be currently recognized by the University and in good standing.
- / Student Organizations may set up between the hours of 8:30 a.m. and 4:00 p.m. no exceptions will be made

- / Student organization not yet recognized are permitted three reservations until paperwork is completed.
- / All set up materials are the responsibility of the organization. Tables are the only thing that can be borrowed from the Student Engagement and Leadership office, located in Room 161 of the Mountainlair. One table can be borrowed per student organization by providing a valid student ID to secure the return of the table, upon returning the table the Student ID will then be returned to the original borrower.
- / If any student organization plans to set up a canopy they must not exceed the size of 10 x 10.
  - o Note that there are three available spaces in the Brick Area that can be scheduled at one time. If there is another organization set up beside you at the time of your reservation please be mindful and respectful of what their organization is doing.
- / No outside Vendors are permitted to schedule or set up in the brick area with the exception of vendors which are affiliated with WVU. Reservations for the Brick Area can be made by calling Student Engagement and Leadership at 304-293- 4397. Reservations may also be made in person during office hours, which are 8:15 a.m. to 4:45 p.m., Monday –Friday.



# Organization Promotion and Marketing

## Banner Space Reservations

Banner spaces are offered on the Mountainlair Food Court Railing. Spaces may be reserved through Student Engagement and Leadership (SEL) at least one week in advance. Please contact SEL at [SEL@mail.wvu.edu](mailto:SEL@mail.wvu.edu) or call 304-293-4397. Below are the policies for banner spaces:

1. There are 26 total banner spaces (5 ft. x5 ft.)
2. Student Organizations and Departments can reserve up to two (2) spaces for a total of 10ft. x 5 ft.
3. Banner – max 5 ft. width x 5 ft. length / space
4. If organization reserves two (2) spaces, a flat twin bed sheet turned landscape (horizontal) is allowed.
5. No glitter is allowed on banners.
6. Banners that are obscene, defamatory, or could incite a breach of peace are prohibited
7. Groups needing more than two spaces, will need to put in the request and will be granted at the discretion of SEL.
8. Maximum reservation length will be 2 weeks. For more than 2 weeks, request will need to be submitted and granted at the discretion of SEL.
9. Groups are not allowed to hang any banners. Hanging and removal of banners is the responsibility of Student Engagement and Leadership
10. Groups will be required to drop the banner at the SEL Office no later than 2pm on the starting day of their reservation. An SEL staff member will then place the banner in the appropriate space.

## Organization Website Request

Your student organization can request a website through this link: [WVU Student Organization Website Request](#)

## Information Stations

There are three vertically positioned InfoStations in the Mountainlair that are available completely free of charge for you to use in promoting your student organization. These InfoStations play the Student Organizations calendar information from [calendar.wvu.edu](http://calendar.wvu.edu) as well as graphics.

- / Your message can play up to 2,000 times per month, on one InfoStation alone
- / Recruit new members or highlight old ones
- / Promote upcoming events and rushes
- / Take ownership of your student organization's overall look
- / Display photos

To create your organization's graphic, we recommend that you use either Adobe Photoshop or Illustrator software. These programs can be accessed at the Downtown and Evansdale Libraries.

- Vertical Graphic Requirements
  - / WIDTH:1080 pixels and HEIGHT: 1620 pixels
  - / RESOLUTION: 96 pixels per inch
  - / IMAGE MODE: RGB Color and FILE TYPE: JPEG or PNG

Email the graphic to Kim Harrison as an attachment, once approved, your graphic will be seen on the vertical InfoStations and most of the horizontal InfoStations across campus!

## Finances & Funding

### **Student Government Association – Bureau of Finance**

The Bureau of Finance can fund various events for your student organization. This committee can fund any event hosted by your organization that is open to the entire university, equipment expenses, certain travel expenses for conferences/ tournaments your student organization may be participating in, or events hosted in collaboration with another organization. The BOF CANNOT fund events that are not open to the entire university. More information regarding student organizational grants can be found at <http://sga.wvu.edu/finances>.

### **Banking**

Student Organizations may open bank accounts with off-campus banks at their discretion. Please note that if a student organization opens an off-campus bank account, the bank will ask for the organization's tax identification number, also called the Employer Identification Number. If the organization has been deemed tax-exempt by the IRS or the organization is able to use the number of the parent organization, then the tax-exempt number should be used. Registration with and official recognition by West Virginia University as a chartered organization does not give a student organization the right to use West Virginia University's tax identification number. Please also refer to the Student Organization Classification System Policy found at <http://studentengagement.wvu.edu/student-involvement>.

### **Academic Eligibility**

Organizations may have higher academic standards than those set forth by West Virginia University. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

Student Engagement and Leadership will notify organization presidents and advisors of all names of all individuals within the organization who have been declared inactive members or are on probation based on their academic performance. All student organization officers are required to maintain a 2.5 cumulative GPA. Students' grade point averages are not disclosed due to the Family Rights and Privacy Act (FERPA). Reports are sent at the conclusion of the fall and spring semesters. Inactive students are also notified of their status individually and may appeal their status to the Office of Student Engagement and Leadership.